

**UNITED STATES TRUSTEE'S
MONTHLY OPERATING REPORT WORKSHOP
JANUARY - DECEMBER 2006**

Presented by: Brian Martinson, CPA Karen Muir, CPA
 Bankruptcy Analyst, San Jose Bankruptcy Analyst, San Jose

 Patricia Martin Matthew R. Kretzer
 Bankruptcy Analyst, San Francisco Trial Attorney, Oakland

 Michael Sorgaard F. Stewart Player, CPA
 Regional Bankruptcy Analyst, San Francisco Bankruptcy Analyst, Oakland

 Jim Turner, CPA and Forensic Accountant
 Bankruptcy Analyst

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Insight into the UST review of Monthly Operating Reports

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 268, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 13	April 14	July 14	October 13
February 10	May 12	August 4	November 17
March 10	June 16	September 8	December 8

SAN FRANCISCO courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 6	April 7	July 7	October 6
February 3	May 5	August 11	November 3
March 3	June 2	September 1	December 1

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, **by appointment** or on the following dates:

January 13	April 7	July 14	October 6
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SANTA ROSA courses are held at 777 Sonoma Avenue, Room 116, from 10:00 A.M. to 12:00 Noon, **by appointment** or on the following dates:

April 14	July 14	October 13
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Cost: Free to anyone interested in bankruptcy financial reporting.